

SECTION 01 78 39

PROJECT RECORD DOCUMENTS

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Maintenance of Record Documents.
- B. Drawings.
- C. Specifications.
- D. Submission of documents.

1.02 MEASUREMENT AND PAYMENT

- A. Separate measurement or payment will not be made for work required under this Section. All costs in connection with the work specified herein will be considered to be included with the related item of work in the Bid Schedule of the Bid Form, or incidental to the Work.

1.03 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintain at the jobsite one copy of the following documents for record purposes:
 - 1. Conformed Contract Documents. One set of full size 22 by 34 inch prints shall be maintained for recording "as-built" revisions and special features.
 - 2. Change Orders.
 - 3. Approved Submittals.
 - 4. Clarifications or Explanatory Details and Specifications.
 - 5. Inspection Reports.
 - 6. Laboratory Test Records.
 - 7. Field Test Reports and Records.
 - 8. Factory Test Reports and Records.
- B. Maintain for record purposes at a location approved by the Engineer, electronic files for those shop drawings and other documents which are required to be submitted electronically. Ensure that backups of electronic files are made on a regular basis and stored at a remote location.
- C. Store documents used for record purposes in the Contractor's field office or other approved location, apart from documents used for construction. Do not use record documents for construction or fabrication purposes.
- D. Provide files and racks for storage of documents.

- E. File documents in accordance with the filing format of the Contract Specifications, by Section number and title.
- F. Maintain documents in clean, dry, legible condition.
- G. Label each document "Project Record".
- H. Make documents available at all times for inspection by the Engineer. Make copies of electronic documents available upon Engineer's request.

1.04 DRAWINGS

- A. Record ("As-Built") Drawings:
 - 1. Maintain record ("as-built") drawings of all work and subcontracts, continuously as the job progresses. A separate set of prints, for this purpose only, shall be kept at the Contractor's field office at all times.
 - 2. These drawings shall be kept up-to-date and are required to be so certified by the Engineer at the time invoices are submitted for progress payments.
 - 3. The District will furnish the Contractor a complete set of full-size copies of the Contract Drawings for the purpose of making prints for record ("as-built") drawings.
 - 4. Deviations from the drawings, utilities and services, mechanical and electrical lines, details, and other work shall be incorporated on the record ("as-built") prints in red ink, or in red pencil if sharp, neat, and clearly legible.
 - 5. During the course of construction, identify actual locations to scale in red ink on the Contract Drawings for runs of mechanical and electrical work, including utilities and services, installed in walls, or otherwise concealed. Deviations from the Drawings shall be shown in detail. Locate main runs, whether wiring, piping, conduit, ductwork, or drain lines by dimension and elevation. Shop Drawings may be used to reflect record ("as-built") conditions, in which case the appropriate Contract Document shall be marked to refer to such Shop Drawings as part of the record ("as-built") configuration.
 - 6. No work shall be permanently concealed until the required information has been recorded.
 - 7. Where the Contract Drawings are not of sufficient size, scale, or detail, the Contractor shall furnish its own drawings for incorporation of details and dimensions.
 - 8. The final submittal of record ("as-built") drawings shall be stamped "Project Record ", signed and dated by the Contractor, and shall be delivered to the Engineer prior to the final inspection as specified in Section 01 77 00, Closeout Procedures.

B. Change Orders:

1. Changes to the Contract Drawings effected by Change Orders shall be incorporated on the prints, and these changes shall be identified by Change Order number and effective date.
2. When revised Contract Drawings are issued as the basis of, or along with, Change Orders, these revised drawings shall be incorporated into the record ("as-built") set with appropriate annotation. Drawings deleted by Change Order will not be part of the record ("as-built") set. The District will furnish the Contractor with reproductions of such revised District-furnished Contract Drawings.

C. Submittals:

1. One complete set of approved Submittals, including shop drawings, product data, manufacturers' printed catalog cuts and data, shall be collected and maintained for record purposes.
2. Pages of catalog cuts shall be clear, legible, and permanent. The drawings shall be on vellum or bond paper. Blueprints will not be acceptable. These drawings and catalog cuts shall become the property of the District.
3. Submittals shall be filed and maintained separate from Contract Drawings. Shop Drawings shall be filed in 9 inch by 12 inch file folders to the greatest extent possible and shall be indexed as herein before specified.
4. Submittals shall be delivered in new paperboard boxes manufactured for the storage of file folders. Boxes shall have covers and cutout handles, and shall be accurately identified as to the contents. Include a packing list of all boxes and their contents.

D. Electronic Documents: Record ("as-built") information, as applicable, shall be recorded on an electronic copy of those documents which are required to be submitted electronically.

1. For those drawings which are required to be submitted electronically, submit one complete set of full size (22 by 34 inch, unless otherwise required) hard copy originals plotted on 20 lb. 98 percent rag vellum, zero solvent, ASTM Type III, vellum. Image shall be pressure-fused using a laser plotter.
2. Record documents for each submittal which was required to be prepared and submitted electronically shall include two CD-ROMs of the electronic version. Electronic files shall include a matrix or document showing how the files are set up and how to access them. Include no extraneous files.

1.05 SPECIFICATIONS

A. Contract Specifications:

1. The specifications for record purposes shall be filed in one or more large-ring, 3-ring binder or binders.

2. Information, changes, and notes shall be recorded in the specifications in blank areas, such as page margins or the backs of opposite pages, or on separate sheets inserted in the binder. All such information, changes, and notes shall be legibly recorded with red pen or red printing as appropriate.
3. In applicable specification sections, record the manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually furnished and installed, including manufacturer and supplier's address and telephone number.
4. The record specifications shall be complete and shall include all applicable Contract Documents other than drawings.

B. Change Orders:

1. Change Orders shall be incorporated into the front of the record specifications in reverse chronological order. Use appropriate page dividers to identify Change Orders and to separate Change Orders from the Specifications.
2. In addition, changes to the Specifications effected by Change Order shall be legibly annotated on the affected page or pages of the Specifications or adjacent thereto.

1.06 SUBMISSION OF DOCUMENTS

- A. At completion of the Work, and before requesting final inspection, deliver record documents to the Engineer.
- B. For record ("as-built") drawings, submit the blackline print (full size) with revisions incorporated on the prints in red ink. For those documents which are required to be maintained electronically, submit a half-size plot of drawings, full size hard copies of 8 1/2 by 11 inch documents, and electronic files on CD-ROM.
- C. Software:
 1. Submit all documentation, licenses, and electronic media associated with the purchase of commercially available software furnished to the District under this Contract. The documentation and media shall be submitted in appropriate storage containers or in the original media packaging.
 2. Where development of User's Guides is specified, User's Guides shall be submitted.
 3. Unless otherwise specified, documentation shall be prepared in accordance with recognized industry standards for such documentation as approved by the Engineer.
- D. Record documents shall be delivered neatly and efficiently filed and packaged in appropriate file storage cabinets or boxes, 12 inches by 16 inches in size. Record ("as-built") drawings shall be folded correctly, with title block clearly visible on top, to fit neatly in the 12-inch by 16-inch boxes.

E. Submission of record documents shall be accompanied with a transmittal letter, in triplicate, containing the following information:

1. Date of submission.
2. Project title and number.
3. Contractor's name and address.
4. Title and number of each record document. (Shop Drawings may be grouped in basic categories or divisions of work and by box identification.)
5. Certification that each document as submitted is complete and accurate.
6. Signature of Contractor, or its authorized representative.

PART 2 – PRODUCTS

Not Used

PART 3 – EXECUTION

Not Used

END OF SECTION 01 78 39